



Case Portal

File a Motion to Reopen, Reconsider (MTR) for a BIA Appeal

1

Enter the A-Number or alien name on the **Welcome to EOIR Case Portal** screen; click **Search** for case information. The search will return cases in which you have filed a valid Form EOIR-27 or EOIR-28.

NOTE: Users can electronically submit information required to initiate a new motion to the BIA, if a Form EOIR-27 or EOIR-28 has not been submitted. When submitting appeal or motion initiation documents, the user will submit the EOIR-27, and when required, pay filing fees or provide filing fee information.

2

Locate and click the applicable case in the **Select Case to View Details** section. Once selected, the case will be highlighted in yellow. Click **File MTR at BIA**. This will open a workflow to assist in uploading all required documents for your appeal package.

If the **File MTR at BIA** button is gray, you cannot file online. This could be due to no Form EOIR-27 being on file; the case being on paper (no eROP); or pending appeal status.

3

Review the MTR submission requirements checklist, which is specific to the type of appeal, and click **Continue**.

4

Select the **Document Category** and then **Document Subcategory**. Click the **Browse** button. Select a file to upload. NOTE: Size should be no larger than 25 MB (Format- PDF or JPG only)

5

Upload a PDF copy of the submitted Form EOIR-27: click the **Browse** button; select a file; and click **Continue**. NOTE: Size should be no larger than 25 MB (Format-PDF format only).

If you had not yet submitted Form EOIR-27, you may file using the **eFile EOIR-27** link to the right.

6

Review the submission details and click **Submit** to send your motion package to the BIA.

7

A pop-up window appears confirming that the MTR has been submitted to the BIA. An email confirmation will be sent to the representative's email with the filing information. Click **OK** to return to the list of cases.